

CIA INTERNAL USE ONLY

1 AUG 1960

Telle



has original

STAT

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Including Filing Workshops In Agency
Training Programs

1. The recommendation made in your 26 July memorandum is an excellent one. I shall ask the Chief of the Intelligence School to work with you in planning a schedule of Filing Workshops for inclusion in the OTR Catalogue.

2. I am pleased to know that the Filing Workshops have been successful in meeting an Agency requirement. Our Clerical Training instructors assure me that the success is largely the result of the cooperation and assistance given them by the members of your Staff.

5/
for  MATTHEW BAIRD

Director of Training

STAT

CIA INTERNAL USE ONLY

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390045-2

Training 10

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1			
2	2010 "I"		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Ed:

Here are 25 copies announcing the next Filing Workshop; the one for DDP Area is scheduled for 24 January at 1402 "I" building.

The attendance at last years workshop was excellent and I think that they are generally considered to be profitable. If you need additional copies of this announcement, let me know.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390045-2

UNCLASSIFIED ☒ CONFIDENTIAL ☐ SECRET ☐